

## 2.0 FORM SPECIFICATIONS

### 2.1 Lockup Space

Lockup space is that space used to clamp the printing plate to the plate cylinder. The lockup space is a 1/2" wide uninterrupted space across the width of the form. No printing can be done within this area using just one plate. **If no lockup space is provided, the contractor must make (and charge) for a second plate.** This will be charged as an additional color of ink. See hyperlink for lockup information.

### 2.2 Forms Measurements

Snap-Out form sizes are determined by the stub width and the length. The stub width is the measurement of the form along the edge containing the stub. The length is the measurement of the edge running perpendicular to the stub and does not include the stub. The overall length is the measurement of the length plus the measurement of the stub. See hyperlink for form size guide.

### 2.3 Basic Flat Charge

An individual flat charge shall be allowed for each size of Snap-Out form. Only one basic flat charge per form ordered shall be allowed. The basic flat charge shall include all of the following specifications:

All preparatory cost such as press make ready including any paper roll change for the first ply, negatives and plates necessary prior to actual press operations shall be included in the basic flat charge.

Construction into individual sets shall include the following:

All paper and carbons shall be line glued into a 5/8" or a 3/4" stub. Stub size shall be at contractor's option.

All paper parts shall be perforated at the stub either 5/8" or 3/4" from edge.

All carbon stubs shall be 1/2" shorter than the paper parts on the end opposite the stub unless otherwise specified by the agency. An additional charge will not be allowed if agency requests carbon to extend the remaining 1/2".

All carbon sheets shall extend approximately 3/8" into the stub.

Carbon paper must be a minimum weight of 7 lb., medium grade, non-processed **black**, fully coated on one side and horizontally perforated between all sets.

The paper included in the basic flat and running charges shall be as indicated below.  
**PLEASE NOTE THIS CONTRACT INCLUDES VIRGIN AND RECYCLED PAPERS. THOSE RECYCLED PAPERS LISTED BELOW MUST BE USED IN LIEU OF VIRGIN PAPER FOR JOBS PRODUCED UNDER THIS CONTRACT. THE CONTRACTOR IS ENCOURAGED TO USE OTHER RECYCLED PAPERS WHEN AVAILABLE.**

These paperweights for the basic forms are listed as a **guide** to the contractor.

Two and three part forms - All 15# paper  
Four, Five and Six part forms - 15# on part one, all others 12# paper  
Seven and Eighth part forms – All 12# paper  
Agency may request other combinations of the 12 or 15 pound, #4 Grade Registered Sulphite Bond, White or colored at no additional charge.

**Contractor is to list a minimum of five (5) paper colors in addition to white that will be furnished. Canary, Pink, Goldenrod, Green and Blue.**

**RECYCLED PAPER WEIGHTS AND COLORS THAT MUST BE USED WHEN A FORM USING THESE PAPER WEIGHTS OR COLORS IS REQUESTED.**

12 LB. Canary and Pink bond  
15 LB. White bond  
15 LB. Canary and Pink bond  
20 LB. White bond  
20 LB. Canary and Pink bond  
24 LB. White MICR bond

15# LB. CB carbonless, white only.  
14.5 LB. CFB carbonless, White, Canary, Pink  
15# LB. CF carbonless, White, Canary, Pink  
**The carbonless paper will be black image.**

The base price shall include black ink on the face of all parts. See allowances for other ink options.

All marginal words or phrases included in the basic flat charge at the contractor's choice of color. Total length of marginal words cannot exceed 5 inches in length.

Forms must be packaged in corrugated containers, which must be of sufficient strength to protect forms from damage during shipping, handling and storage. Internal dimensions of cartons must be approximately 1/16" greater than width and 1/8" greater than length of packed forms so as to assure against damage from bending, curling, shifting, etc. Forms must be packed "face-up".

All cartons must be marked as to contractor name, description of form, quantity within, numbering sequence within (if applicable), date produced and any other pertinent information.

Cartons should be packaged consistent with industry standards. Individual carton weight should not exceed 50 lbs.

Proofs must be furnished on all forms, which are not an exact repeat or not furnished camera-ready by agency unless otherwise specified. Contractor should submit a proof any time the probability of error exists. Any changes made by the ordering agency shall be charged as specified under "author's alterations" in Additional Charges section. No allowances will be made for contractor's errors, such as typographical error. Proofs required by agency on exact repeat will be \$10.00 each.

Allowances are given in this bid for various other combinations of ink and numbering in contractor's choice of color.

### **3.0 Special Features Allowances and Reductions**

#### **3.1 Blank Orders**

If there is no printing on the form except for the consecutive numbers, prefix or suffix letters, contractor must reduce the price as follows:

- Some parts blank - See deletion.
- All parts blank - Deduct 50% of the basic flat charge.

#### **3.2 Composition**

##### **MINIMUM CHARGE OF \$10.00**

The contractor will be allowed to charge for composition when a negative, camera-ready artwork, TIF or EPS file is not available. If a negative, TIF or EPS file is not available the agency must provide camera-ready copy or allow the contractor to set the type. The point sizes may be stipulated by the ordering agency. The agency will not be allowed to provide the composition on disk to the contractor.

- LIGHT - Few lines of type with no borders.
- MEDIUM - Several lines of type, simple borders, cross rule form with simple headings.
- HEAVY - Many line of type, Fancy/detailed borders, Closely spaced cross rule form with headings.

SEE HYPERLINK FOR COMPOSITION TYPES.

The cost will be priced per square inch for typesetting services. Charge may only be applied to the area containing copy (i.e. if the form size is 11 X 8 1/2" with copy in an area 11" x 4", the cost is figured by multiplying the total number of square inches of copy (11" x 4" = 44) by the appropriate composition charge. If the area of copy measures 1/2" or less, the fraction is dropped. If more than 1/2", the measurement is rounded up to the next inch. One half inch or less of total composition will be priced at 1/2" the prevailing rate. Composition charges shall be allowed for changes from part to part at the same rate for the area effected.

- LIGHT - \$ .60 PER SQUARE INCH
- MEDIUM - \$ .75 PER SQUARE INCH
- HEAVY - \$ .85 PER SQUARE INCH

### 3.3 Volume Discount

Because of the generally accepted principle that volume ordering results in cost savings, this RFQ incorporates a volume discount requirement that the contractor must apply to those orders which qualify. A percentage discount will be applied to the base running charge of high volume orders. The discount applies only to those orders of single and multiple part forms with a total single sheet equivalent of 400,000 sheets or more.

Single Sheet Equivalent	Percentage Discount From Base Running Charges
400,000 - 599,999	6%
600,000 - 799,999	7%
800,000 - and up	8%

### 3.4 Plate Change Allowances

- Plate change \$50.00 Flat  
This will be allowed to make changes from part to part.
- Deletion of printed area from one or more parts. \$10.00 Flat  
When adequate room is available to permit a deletion, the contractor will use this charge. The area to be deleted must not be interrupted by rules and must have a minimum of 3/16" unprinted area surrounding the copy to be deleted.

- **Block Outs**  
The contractor may charge a plate change for blockout area. Contractor must furnish artwork for blockout design.
- **Marginal Words**  
All marginal words or phrases including "non negotiable" on checks, shall be included in the basic flat charge at the contractor's choice of color. Total length of marginal words cannot exceed 5". Type size may be up to and including 1/4". The positioning of marginal words including staggering from part to part within a form is at ordering agency's option.
- **Author's Alterations**  
Contractor may charge applicable composition change for the area involved with a minimum charge of \$10.00.

- **Back Printing** \$60.00 Flat
- **Phantoms/Pantographs/Borders** \$25.00 Flat

Contractor is authorized a single flat charge for each phantom, pantograph and or border. No charge for phantoms, pantographs and/or borders repeated on successive parts in a form or on repeat orders.

- **Reverses** No Charge
- **Screens (Excluding Phantoms)** \$25.00 Flat

Total charges for any one part will not exceed \$50.00 for each screen value (example: 10%, 20% etc.) Each change in screen value will carry a separate \$25.00 flat charge.

### 3.5 Numbering

Numbering shall be in standard red ink or contractor's standard color of ink unless otherwise specified by agency. Numbers must be confined to the front only, and must be approximately 3/16" in height. Contractor must use the most economical numbering if agency does not specify otherwise. (A missing numbers list must be delivered with all numbered orders.)

- The 5% charge for no overrun/underrun will not apply to orders that are priced as guaranteed no missing numbers unless the agency specifically requests no overruns or underruns.
- Crash Imprinted (Carbon Impressed) \$25.00 Flat  
Numbers will be printed in ink on original only and impressed by carbon or chemically treated carbonless paper on the face of the other parts. Forms cannot be numbered where there is no carbon and numbers must be in the same position on all parts.
- Additional Charge for guaranteed no missing numbers on "crash imprinted" numbering. \$1.00 per M Sets
- All ink numbers \$25.00 Flat + \$ .15 per M parts  
Numbering must be printed in ink instead of carbon impressed on all copies. The number may be located anywhere on the form, but must remain in the same position on all parts.
- Each additional "all ink" number on the same form \$25.00 Flat
- Additional Charge for guaranteed no missing numbers. \$1.00 per M sets
- Number Reset in Series \$5.00 Flat
- Prefix \$5.00 Flat
- Suffix is part of the base plate. Printed as either a plate change or marginal word(s).
- Position Change \$25.00 Flat  
A position variation within a set
- Color of Ink other than Red \$30.00 Flat  
or contractor's standard color numbering.

### 3.6 Magnetic Ink

Magnetic ink shall be all black MICR. (Magnetic ink is primarily used on checks).

- Static MICR (Repetitive) \$50.00 Flat + \$1.50 per M MICR Numbers
- Consecutive MICR \$60.00 Flat + \$3.00 per M MICR Numbers
- This charge in addition to any charges for regular numbering.
- Optically Scanned Forms (OCR Forms) \$100.00 Flat + .50 per M Forms

The flat charge will cover all the extra handling for OCR forms such as composition, printing, and tolerance of ink requirements. Upcharges for paper are allowed in the designated tables.

Contractor must guarantee that OCR forms, which are produced, will perform properly on the scanning equipment on which the forms are to be used. **It is mandatory that the ordering agency specifies the make and model of the scanning equipment.**

If the contractor cannot guarantee the performance of the OCR forms, he must waive the order in writing. Upon waiver, the State will purchase the OCR forms according to current procurement procedures. The contractor has five (5) days in which to waive any OCR order received.



### 3.7 Ink Charges

Base prices include black ink on front and (Agencies choice of black or gray) on the back with numbering in red (or contractor's standard color) and marginal words in contractor's choice of color. The following additional charges shall be allowed for inks other than those included in the base price.

- |   |               |
|---|---------------|
| • 1 color other than black on the face of one or more parts           | \$30.00 Flat  |
| • 2 colors, black and 1 other color on the face of one or more parts  | \$60.00 Flat  |
| • 2 colors, other than black on the face of one or more parts         | \$90.00 Flat  |
| • 3 colors, black and 2 other colors on the face of one or more parts | \$140.00 Flat |
| • 3 colors other than black on the face of one or more parts          | \$155.00 Flat |
| • 1 color other than black or gray on the back of one or more parts   | \$35.00 Flat  |
| • PMS colors or exact match   | \$35.00 Flat  |

### **SOYOIL INK:**

The use of soybean oil ink is required. Please complete the blanks below:

**BRAND OF INK/MFGR: Kohl-Madden**

### 3.8 Paper

- See upcharge for paper stock for all papers not included in base price.
- Special Sizes: Use price for next larger size except as noted. Forms for which the overall width and or the number of parts have been intentionally deleted from this contract will be purchased separately.

### 3.9 Special Carbons

In addition to the full carbons provided as a part of the base flat charge for snap-out forms ordered under this contract, several other types of carbon are also available:

STRIPE CARBONS - See Extra Charge Table. Stripes must run parallel to and full width of the form. Although used for basically the same purpose as Pattern carbon, Stripe Carbon is considerably less expensive.

FEATHER EDGE CARBON - See Extra Charge Table. Carbon extends approximately 1/2" beyond the edge of the form.

SPOT OR PATTERN CARBON - See Extra Charge Table. One flat charge for each different pattern or hot spot carbon within a set. Running charge per thousand sheets. Running charge based on total number of sheets without regard to the number of patterns. Pattern carbon can be any size or shape and is used primarily for with holding information from certain areas of the form.

EXPOSED CARBONS - (a) One additional piece of carbon over the face of the form - see Extra Charge Table. (b) One additional piece of carbon on the back plus a smudge sheet - Price as the next greater number of parts.

### 3.10 Punching (Other than marginal punching)

- For punching standard size holes through one or more parts within the set, in the same position through all parts.  
\$9.00 Flat per hole
- If position of punching varies within a set, an additional machine set upcharge of \$75.00 will be added.

### 3.11 Special Perforations (Other than those included in the base price.)

- Horizontal - Full width for one perforation in the same position on one or more parts. \$25.00 Flat
- Horizontal - Not full width for one perforation same position on one or more parts. \$30.00 Flat
- Vertical - Full length for each perforation in the set. \$10.00 Flat
- Vertical - Not full length (skip perforation) for each in the same position on one or more parts in the set. \$60.00 Flat + .45 RC per M
- Carbon Perforations \$15.00 Flat  
For each perforation within a set in the same position on one or more carbons.  
All carbon perforations must run parallel to the stub and must be full width of the sheets.
- Micro, Laser or similar perforation \$2.00M RC

### 3.12 Binding Snap-Out Sets Into Books

These additional charges shall include the materials and labor to bind the forms into books. The books shall consist of a chipboard back, a tag wrap-around cover, and perforations at the binding stub. Bound books may be packaged directly into corrugated cartons.

NOTE: Cover stock will be #150 tag. When agency requests a "Triad Cover" (wraparound with flyleaf), the contractor will be allowed an additional 20% of the appropriate cost from the table below.

PRICES BY SIZE						
MAXIMUM STUB WIDTH	3 2/3"	4 1/4"	5 2/3"	7 1/3"	8 1/2"	11"
25 SETS PER BOOK	6.74	7.50	9.84	11.71	14.26	17.16
PRICE PER M SETS						
50 SETS PER BOOK	3.36	4.31	5.52	5.86	7.88	9.37
PRICE PER M SETS						

Minimum order - \$20.00, not including the charges for printing the covers. The following charges apply for printing covers in black ink only:

- Printing 1 side of Cover \$25.00 Flat + \$1.00 Per 100 Covers
- Printing 2 sides of Cover \$40.00 Flat + \$2.00 Per 100 Covers
- Numbering the front of the TRIAD cover. \$50.00 Flat

### 3.13 Padding

Fifty percent (50%) of the "Binding Charges" in the proceeding section.

For gum padding onto a chipboard back. Padding is on stub end only.

### 3.14 Gluing or Fastening

- Special Gluing \$20.00 Flat  
for each special gluing between parts at the end opposite the stub to permit the parts to remain attached after they are removed from the snap-out stub.
- Double Stub Sets \$20.00 Flat Plus 1.00 per pt.

### 3.15 Rounded or Clipped Corners

- 1 or 2 corners on 2 and 3 Part Forms \$4.00 Per M Sets
- 3 or 4 corners on 2 and 3 Part Forms \$8.00 Per M Sets
- 1 or 2 corners on 4 through 8 Part Forms \$16.00 Per M Sets
- 3 or 4 corners on 4 through 8 Part Forms \$16.00 Per M Sets

### 3.16 Transfer Tape

\$10.00 Flat per line + running charges listed below. For 1/2" tape running parallel to and full width of the stub. Charges below are per thousand strips.

STUB WIDTH	RUNNING CHARGE PER M STRIPS
3 4/10", 3 1/2", 3 2/3"	\$3.00
4", 4 1/4"	\$3.69
5 1/4", 5 1/2", 5 2/3"	\$4.91
7", 7 1/3"	\$6.36
8 1/2"	\$7.38
11"	\$9.55

### 3.17 Other Sizes (Width or Length, Paper and/or Carbons).

- Non-Standard Length - Price from the next longer standard length.
- Non-Standard Width - Price from next larger width and apply trimming charges.  
\$10.00 Flat + .30 Per part per M Sets.
- Forms with Varying Lengths - form having varying length parts or carbons within a set will be priced based on the largest length.

### 3.18 Packaging

For forms which are poly-wrapped into packages before placing into corrugated cartons.

- Unlabeled Packages

50 sets to a Package	\$3.50 M
100 sets to a Package	\$2.00 M
Non-Standard quantities	\$.25 per package

- Labeled Packages

50 sets to a package	\$5.50 M
100 sets to a package	\$4.00 M
Non-Standard quantities	\$.50 per package

### 3.19 Pallets

When requested by the ordering agency, the contractor must palletize orders and may charge the flat charge for each pallet used. The pallet must be loaded and packed to insure acceptance and safe delivery by common carriers.

\$35.00 ea. Pallet